

Session 6: Module 5 - Food Prescription - Part 3 - Formula	
SCRIPT	
Description	Text
1. Introduction	Welcome to M-SPIRIT Session 6, Module 5 , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Formula
3. Select Formula1	In this module, we are going to take a look at formula food packages.
	If a food package requires formula, as we saw in an earlier module, the Select Formula window opens before a default food package is created.
	This window automatically opens three different ways:
	When the Food Prescription screen is opened in the CGS, which we've already seen;
	When you click the Use Default button for food packages that require formula;
	and in the Health Information screen when the Amount of Breastfeeding field is changed from its current option to anything other than Fully Breastfeeding.
	Let's look at this last instance.
4. <fdrx7>	Let's take a look at Nubbins. Currently, her record says she is Partially.
	We already updated the Date Breastfeeding Verified, which must be the current date in order to issue benefits.
	After some discussion with mom, we need to change the Amount of Breastfeeding to Partially.
	Go ahead and change Nubbins from Substantially to Partially.
5. <fdrx8>	<no script>
6. <fdrx9>	<no script>
7. <fdrx10>	Well Done.
	In order to save our change, we need to select a different tab. Select Food Prescription.
8. <fdrx11>	Click Yes to save our change to Amount of Breastfeeding.

9. <msg1>	This message informs you that "The Food Prescription will be changed as a result of the Breastfeeding Status change. " and prompt you to continue.
	A Breastfeeding Status change means you changed the Amount of Breastfeeding.
	Click Yes to continue changing the food prescription.
10. <contract>	The Select Formula window, which we've seen before, opens.
	Remember, the formula amounts in this window default to the maximum allowed for the infant's age category.
	Mom wants powder Similac Advance. Click to highlight the formula.
11. <click1>	Click OK.
12. <msg2>	This is a reminder message. Since Nubbins' food package changed, you should verify mom's is still correct.
	Click OK.
13. <fdrx12>	Since Nubbins doesn't have a food prescription yet, M-SPIRIT adds food prescriptions for each age category for the first year.
	If she had a risk factor that was applicable for children, the system would have also created a child's food package with the Effective Date equal to her one-year birthday.
	Double-click on 9/20/2010 to expand the food package.
14. <fdrx13>	Again, M-SPIRIT also adjusts the amount of formula for each food prescription it creates based on the maximum allowed for the infant's age category and Amount of Breastfeeding.
	Since you would be issuing benefits for both food prescriptions today, you must adjust the amounts of formula (if appropriate) in each prescription...
	...based on your discussions with Nubbin's mom about breastfeeding and her supplemental needs.
	So, let's go back and talk about the Select Formula window in more detail.
15. <fdrx14>	As we've already seen, the Contract radio button is the default selection and displays the current contract formulas.
	Click the Non-Contract radio button.

16. <fdrx15>	Although the Non-Contract radio button can be selected, no formula items display since we do not provide Non-Contract formula in Montana.
	The Special radio button is disabled unless the Requires Food Package III checkbox is selected in the Health Information screen.
	Click the Cancel button since we'll have to go select the Requires Food Package III checkbox to review the rest of this window's functionality.
17. Special	Special Formula
18. <spcl1>	Let's take a look at Graham.
	Graham has a doctor's approval for Nutramigen Enflora LGG.
	In order to be able to provide medical, or special, formula we must first select the Requires Food Package III checkbox in the Health Information screen.
	Go ahead and click the checkbox.
19. <spcl2>	If you recall from the Health Information modules, when you select the Requires Food Package III checkbox, the Date Food Package III Verified field automatically populates with the current date.
	The date fields also only accepts the current date.
	...and when issuing benefits, the system performs a validation to ensure that it is the current date before suggesting any.
	Click the Food Prescription tab.
20. <spcl3>	Since we made changes, click the Yes button to save them.
21. <spcl4>	This time, when the Select Formula window opens, the Special radio button is default selected and the medical formulas are listed.
	The formulas are listed alphabetically based on their descriptions.
	We are going to scroll down the list a little bit...
22. <spcl5>	<no script>
23. <spcl6>	<no script>
24. <spcl17>	Select powder Nutramigen Enflora LGG.
25. <spcl18>	Click the OK button

26. <rx>	The Special Prescription Item window automatically opens once the special formula is selected.
	The Start Date defaults to the current date and can be changed to a future date (within 30 days of request).
	The End Date cannot be greater than six months from prescription date (unless it is a premature infant formula which in that case can be approved up to nine months from prescription date).
	This correlates with Montana WIC policy 8-7 in the State Plan, which requires medical documentation be obtained every six months or nine months if it is a premature infant formula.
	Press the Tab key or click into the End Date field.
27. <rx1>	Type 4/7/11 into the field and press the Tab key.
28. <rx2>	The Reason is required so although there is only the one reason, Health Care Provider Prescription, you must select it from the list.
	Go ahead and click on it.
29. <rx3>	The Physician's Name is also required.
	You can type directly into the field, which has a 25 character limit.
	Go ahead and type dr md into the field and then click on the Verbal checkbox.
30. <rx4>	In Montana the Verbal checkbox is NOT allowed to be checked. One must always obtain a prescription first before issuing special formula.
31. <rx5>	Click the Verbal checkbox again to un-select it since we have the required documentation for Graham.
32. <rx6>	Click OK.
33. MedDoc	A Registered Dietitian must perform an assessment prior to issuance of a special formula.
	It should be noted that medical documentation must be available in the participant folder.
	We recommend scanning the form into the participant folder for efficiency and easy access.

34. <rx7>	Although the information in the Special Prescription Item window is saved to the database...
	...the only information that displays in M-SPIRIT are the Start and End Dates.
	Double-click on the 11/06/2011 date.
35. <rx8>	Notice there is another level of information under the Nutramigen.
	Double-click on the powder Nutramigen Enflora LGG...
36. <rx9>	...and the SPECIAL RX start and end dates are displayed.
	We are going to pan down so that we can access the buttons....
37. <rx10>	Click the Edit... button.
38. <rx11>	Now click the Edit Food Item... button.
39. <rx12>	You probably noticed before that the Special Prescription dates display in the Edit Food Item window.
	However, the only time these dates should be edited in this screen is to correct a data entry error.
	A new food package should ALWAYS be created whenever there are changes made to the food items, its quantity or the prescription dates.
	Click Cancel.
40. <rx13>	Click Cancel again.
41. <rx14>	Next, let's look at providing formula to a participant that is not an infant.
42. <rx15>	Jay is almost 2 1/2 years old.
	Let's pan down again to view our buttons.
43. <rx16>	We are going to edit Jay's current prescription. Today is still 11/6/2010.
	Do you remember how to open the Edit screen? Go ahead.
44. <rx17>	<No script>
45. <rx18>	We are going to try to add formula to Jay's current food package. Click the Add Food Item... button.
46. <rx19>	Click on the Food Category drop-down.
	Do you see formula in the list?
47. <rx20>	No?
48. <rx21>	OK. Well, let's take a look at Jay's Health Information screen.
	Click on the drop-down to close it.
49. <rx22>	Click the Cancel button.

50. <rx23>	Click Cancel again.
51. <rx24>	Click the Health Information tab.
52. <rx25>	Let's click the Requires Food Prescription III checkbox...
53. <rx26>	...and go back to the Food Prescription tab.
54. <rx27>	Click Yes to save our change.
55. <rx28>	Can you get all the way back to the Food Category drop-down? Go ahead.
56. <rx29>	<No script>
57. <rx30>	<No script>
58. <rx31>	Nicely done!
	Click on the drop-down...
	...and FORMULA is now available.
59. <rx32>	Formula is only listed in the Food Category drop-down for children and women when the Requires Food Package III checkbox is selected in the Health Information screen.
	Select FORMULA.
60. <rx33>	The Select Formula window opens and lists any Contract formulas that may be available to be provided to our current participant's WIC Category.
	The Special radio button is enabled. Click on it.
61. <rx34>	The available formulas are listed alphabetically and again based on their availability to our current participant's WIC Category.
62. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.